

Accountant - Payables

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Finance

Job Type: Fixed term, Full-time

You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted

Job Title : Accountant Payables

Reporting to : Accounts Payable Manager

Grade Level : 14

Work Location : Nairobi

Purpose of Position

Responsible for processing vendor payments, maintaining sound relationships with staff and suppliers and reconciliation of designated supplier accounts. The incumbent is expected to ensure that all the relevant transactions have been captured and posted into Sunsystem database on daily basis.

Major Responsibilities

E Banking 40%

- Review Payments submitted for payment.
- Input payments into the banking platform.

- Authorize payments on CBA online.

Processing of vendor payments 25%

- Receipt and processing of Vendor payments, including; Purchase Orders, Contracts, Non Purchase Orders and National Office invoices.
- Perform arithmetic check between the LPO's and Invoices.
- Ensure payments are processed within the 30 days once the invoices are received at accounts office.
- Track all the contacts by developing an analysis for all the payments made against the contract amount.
- Maintain good relationship with suppliers by facilitating timely and accurate payments in line with WVK policy.

Suppliers and Clients Relations Management 10%

- Reconcile and update supplier accounts.
- Respond to staff and supplier queries whenever they arise.
- Follow up with respective staff on vendor invoices settlement.

Statutory deductions management and remittances 10%

- Process statutory deductions (Withholding tax and Withholding VAT) and upload them in ITAX.

Capacity Building for both Staff and Service providers 5%

- Train staff on new finance developments.
- Build the capacity of accountants on tax computation.
- Train service providers on Provision matters including Coupa Supplier Network.
- Train of suppliers on minimum requirements for invoices.

Reconciling balance sheet accounts 5%

- Clear account 59098.
- Monitor account 200-01 and 2003.
- Attend procurement meetings.

Others 5%

- Participate in the audit process.
- Performing any other responsibility assigned by Supervisor or Designee.

Knowledge, Skills and Abilities

- Bachelor of Commerce, Economics, Accounting or Finance, Business management/ Administration or related degree
- Certified Public Accountant (CPA K)
- Minimum of 5 years' relevant experience:

- Post graduate qualification in Purchasing and Supplies Management from CIPS is an added advantage
- Professional membership with a recognized body
- Knowledge of Sun system is an added advantage